**Employee Task List Template Example**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Employee Name** | **Role** | **Department** | **Task Description** | **Task Type** | **Priority** | **Start Time** | **End Time** | **Status** | **% Complete** | **Assigned By** | **Notes** |
| **Monday** | Alexandra Mattson | QA Tester | QA | Regression testing for new release | Task | High | 9:00 AM | 12:00 PM | **In Progress** | 50% | Jamal King | Retest critical bugs |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Tuesday** | Aviv Perez | Project Manager | PM | Coordinate launch schedule | Milestone | Medium | 10:00 AM | 1:00 PM | Not Started | 0% | Devon Gomez |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Wednesday** | Brian Gorman | Software Engineer | Development | Implement login feature | Task | High | 11:00 AM | 4:00 PM | **In Progress** | 30% | Brooklyn Jansen | Dependent on API access |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Thursday** | Brooklyn Jansen | UX Designer | UX | Design onboarding screens | Project Phase | Low | 1:00 PM | 4:00 PM | Not Started | 0% | Carmen Robertson |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Friday** | Carmen Robertson | IT Support | IT | Set up new employee accounts | Task | Medium | 8:00 AM | 11:00 AM | **Completed** | 100% | Everett Crosse | Completed early |
|   |   |   |   |   |   |   |   |   |   |   |   |
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**Employee Task List Template**

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| **Day** | **Employee Name** | **Role** | **Department** | **Task Description** | **Task Type** | **Priority** | **Start Time** | **End Time** | **Status** | **% Complete** | **Assigned By** | **Notes** |
| **Monday** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Tuesday** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Wednesday** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Thursday** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Friday** |  |  |  |  |  |  |  |  |  |  |  |  |
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